

Operations

CAP DRUG DEMAND REDUCTION PROGRAM

This pamphlet supplement prescribes procedures for reimbursement procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPP 55.

CAPP 55, 1 August 2000 is supplemented as follows:

Section III 3-4(c)

1. Individuals requesting DDR funding through WIDDRA will be limited to the following:

Encampment Commander or designee
AE/DDR Weekend Project Officer
MSI Project Officers
SQDDRO

2. Any of the aforementioned will submit a budget in writing for their activity to WIDDRA. WIDDRA will approve/disapprove some or all of the request depending on funding available. **Budget requests will be submitted by 1 August of each year.**

3. Requestor receives permission or denial of request in writing from WIDDRA

4. Requestor if permission received, spends money and sends CAPF 108 with original receipts to DSD Liaison Services. DSD Liaison Services approves request, forwards to NHQ for payment and forwards copy to WIOM. CAPF 108 will be entered into accounts receivable.

5. NHQ processes the request, transfers funds to wing checking account. WIOM is notified by e-mail of funds transfer.

6. WIOM will then issue check to requestor.

7. NHQ/DOD only issues checks after receiving receipts of \$3,000.00 or more in expenditures. Payment to Requestors may take some time due to this fact.

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SUMMARY OF CHANGES: Initial supplement. Will improve financial accountability and gives detailed explanation of entire reimbursement procedure.

Initial supplement

OPR: DOD

DISTRIBUTION: 1 EACH Wing Staff Officer, Field Representative, Squadron and Flight